# CITY OF KENT POSITION DESCRIPTION

Project Inventory Number: <u>LW909</u>			
Classification Specification: CIVIL ATTORNEY			
Salary Range: NR Merit Range - Management Benefit Level C			
Position Description: Assistant City Attorney			
Incumbent:			
Location: Law Department - Civil			

#### **GENERAL PURPOSE:**

Under the direction of the City Attorney, or designee, the incumbent assists the City Attorney by providing a variety of professional, legal services to the Chief Administrative Officer, Mayor, City Council, City Administration, City staff, appointed boards, committees, and taskforces.

The incumbent provides professional attorney services and advice dealing with a wide variety of municipal legal subjects including, but not limited to, the following: land use; building codes, environmental law; real estate transactions; public/private partnerships; public works; utility services; solid and hazardous waste; construction matters; labor, employment, and civil service; public safety; public finance; code enforcement; ordinance and resolution preparation; municipal liability; public records disclosure; campaign issues; parliamentary procedure; interlocal agreements; contract negotiation; court procedures; and governmental relations. The incumbent must be able to become familiar with new subject matters on short notice. Results of the incumbent's work are considered to be technically authoritative and are normally accepted without significant change.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignments, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain current knowledge of laws, legislation, regulations, court cases, and issues affecting municipal governments in areas relating, but not limited to, land use; building codes, environmental law; real estate transactions; public/private partnerships; public works; utility services; solid and hazardous waste; construction matters; labor, employment, and civil service; public safety; public finance; code enforcement; ordinance and resolution preparation; municipal liability; public records disclosure; campaign issues; parliamentary procedure; interlocal agreements; contract negotiation; court procedures; and governmental relations.

Prepare, review, amend, and approve a variety of legal documents including, but not limited to, ordinances, resolutions, contracts, deeds, easements, leases, licenses, settlement agreements, briefs, letters, legal opinions, discovery related documents, training materials, and other legal documents and instruments.

Provide legal advice and training to city officials, employees, departments, boards, commissions, the City Council, and Council committees.

Interact and effectively and confidently communicate and make presentations to the City Council, City committees and boards, public interest groups, employees, elected officials, and departments. Attend and effectively and confidently participate in committee meetings and council and board meetings regularly, both during and after regular work hours. Be available and able to assist employees and elected officials with little advanced notice.

Provide litigation services for the city; organize case information; perform discovery and investigation; analyze evidence and the law; develop litigation strategies; perform research; prepare briefs; effectively present the city's case and oral arguments in a wide variety of judicial and non-judicial forums; and perform appellate work.

Provide legal research and prepare a wide variety of legal documents. Research and writing should demonstrate thoughtful, reasoned analysis based on law and public policy, as well as correct legal formatting and proper use of English grammar, spelling, and punctuation.

Develop policies and provide policy guidance to employees, city departments, elected officials, etc.

Work closely with Risk Management in evaluating claims filed against the city; make appropriate recommendations regarding defense, settlement, and legal strategies. The incumbent must be able to recognize civil or criminal situations that may create potential liability for the city and notify Risk Management.

Monitor cases handled by outside counsel. This includes, but is not limited to, reviewing and editing written materials and court filings; preparing exhibits and other documents; responding to discovery demands; and providing guidance and direction regarding the manner in which litigation should proceed.

Represent the City's interests during the Washington State legislative session; prepare documents; and make presentations to legislators and legislative committees.

Represent the City in code enforcement matters before the hearing examiner and in various courts.

Review requests for documents under the Public Records Act, ensuring that the City responds as required by law and appropriately applies exemptions.

Acts as an effective negotiator on behalf of the City in various legal matters.

Conduct and oversee investigations of employment and other matters; represent the City when investigated by various state and federal agencies; and prepare appropriate responses to inquiries.

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Provide assistance to the Criminal Division as necessary.

Provide legal representation and advice to various inter-local agencies including, but not limited to, Valley Communications, the Valley Narcotics Enforcement Team, the Valley Special Response Team, etc.

Respond to public inquiries regarding municipal legal requirements, public records, and consumer complaints; provide appropriate information, assistance, or referrals.

Periodically attend continuing legal education training to meet the Washington State Bar Association requirements and to improve professional skills.

Work productively in a team atmosphere with other attorneys and support personnel, team goals, and objectives as determined by superiors. Be available to assist other attorneys and support staff in order to meet deadlines.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

## PERIPHERAL DUTIES:

Perform related duties as assigned.

Fill in for other attorneys in their absence as assigned.

# KNOWLEDGE, SKILLS, AND ABILITIES:

#### KNOWLEDGE OF:

- Revised Code of Washington, the Washington Administrative Code, various federal codes,
- and the Kent City Code
- Legal research methodology including use of computer-based research tools
- Municipal government organizational structure, operations, policies, objectives, and iurisdiction
- Principles, practices, and procedures of civil and criminal law including court procedures and rules
- Supervisory principles and practices
- Modern office practices, procedures, and equipment including personal computer related software
- Effective oral and written communications skills
- Correct use of English grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Conflict management skills

#### SKILLED IN:

- Legality and preparation of various documents and instruments
- Performance of legal research and investigations, including the use of computer-based legal research systems
- Organizing, analyzing, and evaluating case facts, evidence, and legal precedent
- Case preparation and litigation techniques

- Preparation and delivery of oral presentations and arguments
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Using oral and written communications effectively to organize and express ideas and persuasive arguments
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Effectively using Microsoft computer programs

## **ABILITY TO:**

- Serve as an attorney for the City
- Work with and for a highly proficient team of attorneys and support staff
- Maintain professional composure and demonstrate tact, patience, safety, and courtesy at all times
- Analyze, organize, and evaluate case facts, evidence, and legal precedent
- Appear in court proceedings and in other forums on behalf of, and as the attorney for, the City
- Work effectively on several projects concurrently
- Work independently with minimal supervision and make decisions within broad guidelines
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Compose, proofread, and edit general legal briefs, correspondence, routine reports, contracts, etc.
- Communicate orally and effectively present information before the court, jury, and other groups
- Add, subtract, multiply, and divide
- Apply common sense understanding to solve practical problems and deal with a legal issues
- Travel to various areas within and outside of the city, superior court, appellate courts, etc.

# MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from an accredited law school with a Juris Doctor degree in law; and

Experience: Two (2) years of municipal civil legal experience.

Or: In place of the above experience, the incumbent may possess any combination of

relevant education and experience that would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

# LICENSES AND OTHER REQUIREMENTS:

- Must be a member of the Washington Bar Association and in good standing throughout duration of employment
- Valid Washington State Driver's License, or the ability to obtain within thirty (30) days of employment

## MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, computer and related

software, calculator, telephone, copy machine, and fax machine.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear normally with or without mechanical assistance; occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms; occasionally required to lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

## WORKING CONDITIONS:

SIGNATURES:

Work is performed in an office, public forums, and courtroom environment. The incumbent may be exposed to individuals who are irate, distraught, or hostile. The noise level in the work environment is usually moderately quiet.

Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	Date	Employee Services Director/Designee Date	

\*\* Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 11/21/00; 11/6/07